



**City of Concord, New Hampshire  
Purchasing Division**

**RFP39-07**

**MEMORIAL FIELD FACILITY ASSESSMENT**

Prepared for, and in coordination with the

**GENERAL SERVICES DEPARTMENT  
GROUNDS DIVISION**

Contract Documents  
Proposal Documents  
Specifications

Firm: \_\_\_\_\_

**PROPOSAL DUE DATE/TIME: FEBRUARY 28, 2007 NOT LATER THAN 2:00 PM**



## **CITY OF CONCORD, NEW HAMPSHIRE**

### **PURCHASING DIVISION**

**41 GREEN STREET**

**CONCORD, NH 03301**

**(603) 225-8530 FAX: (603)230-3656**

**[www.onconcord.com/purchasing](http://www.onconcord.com/purchasing)**

### **REQUEST FOR PROPOSALS**

The City of Concord, New Hampshire wishes to engage the services of a qualified professional consultant or consulting firm to provide architectural, engineering, infrastructure, code, athletic field and recreational activity assessment services for the Memorial Field athletic complex. The firm must be lawfully engaged in providing the required services in the State of New Hampshire.

An overview and detailed specifications are provided later in the Request for Proposal (RFP).

Proposals must be received **not later than 2:00 PM on February 28, 2007** from interested firms, to be eligible for consideration by the City. Each proposal statement, as defined by this RFP, shall be submitted to the **Purchasing Division, City of Concord, City Hall, 41 Green Street, Concord, NH 03301** in a sealed envelope which is clearly marked:

**"RFP39-07  
MEMORIAL FIELD FACILITY ASSESSMENT"**

The consultant's level of effort and compensation shall be provided in a separate, sealed envelope which is clearly marked:

**"RFP39-07  
MEMORIAL FIELD FACILITY ASSESSMENT: LEVEL OF EFFORT AND  
COMPENSATION"**

Requests may be issued only by the Purchasing Agent, or his designee, to authorized firms, and are not transferable unless authorized by the Purchasing Agent.

Complete copies of RFP39-07 are available from the Purchasing Division, City of Concord, City Hall, 41 Green Street, Concord, NH 03301 (603-225-8530); [www.onconcord.com/purchasing](http://www.onconcord.com/purchasing). **All proposals received will be considered confidential and not available for public review until after a vendor has been selected.**

The City reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept the proposal considered to be in the best interest of the City, or to purchase on the open market if it is considered in the best interest of the City to do so.

**Failure to submit all information as detailed on the Proposal Submission Checklist (see page 20) and/or submission of an unbalanced proposal are sufficient reasons to declare a proposal as non-responsive and subject to disqualification.**

All proposals are advertised in the Concord Monitor and periodically in other various publications, on Concord Cable Channel 17, and are posted publicly at (1) City of Concord, City Hall, 1<sup>st</sup> Floor, 41 Green Street, Concord, NH 03301 and (2) on the City of Concord web site at [www.onconcord.com/purchasing](http://www.onconcord.com/purchasing).

CITY OF CONCORD, NEW HAMPSHIRE

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Douglas B. Ross, Purchasing Agent                      Date

**Proposal Due Date/Time: February 28, 2007 not later than 2:00 PM**

## GENERAL TERMS AND CONDITIONS

### PREPARATION OF PROPOSALS:

Proposals shall be submitted on the forms provided and must be signed by the Proposer or the Proposer's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal forms.

Proposers must quote on all requested services unless specific directions in the advertisement, on the proposal form or in the special provisions allow for partial proposals. Failure to quote on all services may disqualify the proposal. When proposals on all services are not required, Proposers shall insert the words "no proposal" where appropriate.

Alternative proposals will be considered, unless otherwise stated, only if the alternate is: (1) Described completely, including, but not limited to specifications sufficient so that a comparison to the request can be made; and (2) Submitted as part of the base proposal response, i.e. it shall not be a separate document which could be construed as a second proposal.

Unless otherwise stated in the Request for Proposal (RFP), the Proposer agrees that the proposal shall be deemed open for acceptance for Sixty (60) calendar days subsequent to submittal to the City of Concord.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Agent no later than seven (7) calendar days before the Request for Proposals due date to be considered. Any changes to the Request for Proposals will be provided to all Proposers of record.

The Proposer shall not divulge, discuss or compare this proposal with the proposal of any other Proposers and shall not collude with any other Proposer or parties to a proposal whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of services is allowed. Any such violation will result in the rejection of the offender's proposal or termination of the offender's contract, as applicable, and removal from the Proposal List).

The vendor may be required to supply proof of compliance with proposal specifications. All costs for such proof or certificates of compliance shall be the responsibility of the vendor.

**Unless otherwise stated, all prices are F.O.B.: Destination. No charge for packing or drayage will be allowed. All deliveries are to be pre-paid, C.O.D.'s will not be accepted. Each shipment shall be identified by Purchase Order and/or RFP number, commodity description and packing list. All items, packages, etc. shall have clearly identifiable external markings or tags for ease of identification.**

### SUBMISSION OF PROPOSALS:

Proposals must be submitted as directed in the Request for Proposals, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or e-mailed will not be accepted.

WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn prior to the opening date and time upon written, faxed, e-mailed or telegraphic request of the Proposer to the Purchasing Agent. Negligence on the part of the Proposer in preparing this proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening indicated herein or as modified by addenda.

PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL:

If more than one proposal is offered by any one party, or by any person or persons representing a party, all such proposals shall be rejected. A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers or from submitting a direct proposal in its own behalf.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the Request for Proposals. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS:

**All proposals and fee proposals received shall be considered confidential and not available for public review until after a vendor has been selected. All proposals shall be subject to negotiations prior to the award of a contract.**

**NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.**

TIE PROPOSALS:

When identical Proposals are received, with respect to cost, service delivery, quality of service and an institution's financial adequacy award may be made by a toss of coin, with the following exception: When a tie proposal exists between a local (a business establishment within City limits) Proposer and an out-of-town Proposer, preference will be given to the local Proposer. Any Proposer having a local agent who is a bona fide resident of the City is considered a local Proposer. If a tie proposal exists between two local Proposers, or two out-of-town Proposers, the decision may be made by a toss of coin.

### LIMITATIONS:

This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so.

### PROPOSAL EVALUATION:

In an attempt to determine if a proposer is responsible, the City, at its discretion, may obtain technical support from outside sources. Each proposer will agree to fully cooperate with the personnel of such organizations.

### AWARD OF CONTRACT:

Any contract entered into by the City shall be in response to the proposal and subsequent discussions. It is the policy of the City that contracts are awarded only to responsive and responsible Proposers. In order to qualify as responsive and responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The contract will be awarded to a responsive and responsible Proposer based on the qualifications, experience and work plan of the Proposer, the Proposer's ability to provide ongoing technical support, the Proposer's timeframe for providing the requested service and the Proposer's fee/price proposal. **See the proposal evaluation sheet for more detail concerning how each proposal shall be evaluated.** The Proposer selected will be the most qualified and not necessarily the Proposer with the lowest price.

The City of Concord reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so. In case of error in the extension of prices, the unit prices proposed shall govern and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

#### MODIFICATIONS AFTER AWARD:

The City reserves the right to incorporate minor modifications, which may be required by it. The Vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request of it can prove that the timing or extent of the modifications implies a major effort on its part.

#### CANCELLATION OF AWARD:

The City reserves the right to cancel the award without liability to the Proposer at any time before a contract has been fully executed by all parties and is approved by the City.

#### CONTRACT:

Any Contract between the City and the Vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal. In all other matters, not affected by written clarification, if any, the RFP shall govern. The submitter is cautioned that this proposal shall be subject to acceptance without further clarification.

#### EXECUTION OF AGREEMENT:

The successful Proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the City, along with the fully executed surety bonds, within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder.

#### APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the successful Proposer, the owner shall complete the execution of the agreement in accordance with local laws or ordinances and return the fully executed agreement to the Contractor. Delivery of the fully executed agreement, along with a Notice to Proceed and a City purchase order, to the Contractor shall constitute the City's approval to be bound by the successful Proposer's proposal and the terms and conditions of the agreement.

#### FAILURE TO EXECUTE AGREEMENT:

Failure of the successful Proposer to execute the agreement within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer shall be just cause for cancellation of the award.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the City, the State of New Hampshire or the Federal Government.

INSURANCE:

The successful proposer shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents, acceptable to the City, at the proposer's sole expense, with reputable and financially responsible insurance companies, insuring against any and all public liability, including injuries or death to persons and damage to property, arising out of or related to the goods or proposer's performance hereunder and shall furnish to the City certificates of such insurance and renewals thereof signed by the issuing company or agent upon the City's request. Such certificates shall name the City of Concord as an additional insured. Such policies shall provide for cancellation only subsequent to 30 days prior written notice to the City.

The City's examination of, or failure to request or demand, any evidence of insurance hereunder, shall not constitute a waiver of any requirement and the existence of any insurance shall not limit the proposer's obligation under any provision hereof.

Except to the extent of comparable insurance acceptable to, or express waiver by the City, the proposer shall, or shall cause any carrier engaged by the proposer, to insure all shipments of goods for full value.

If the agreement with the proposer involves the performance of work by the proposer's employees at property owned or leased by the City, the proposer shall furnish such additional insurance as the City may request in respect thereof, but in any event and without such request, workers' compensation insurance and unemployment compensation insurance as required by laws of the State of New Hampshire and public and automotive liability and property damage insurance. In no event shall such employees of the proposer be deemed to be the employees of, or under the direction or control of the City for any purpose whatsoever.

WORKER'S COMPENSATION:

All proposers and subcontractors at every tier under the proposer will conform with the requirements of RSA 281 Title XXIII, Section 281-A:2 with close attention to sections VI(a), VI(c) and VII(a) as well as Section 281-A:4.

DISAGREEMENTS AND DISPUTES:

All disagreements and disputes, if any, arising under the terms of any agreement, either by law, in equity, or by arbitration, shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which state any agreement shall be deemed to have been executed. No action at law, or equity, or by arbitration shall be commenced to resolve any disagreements or

disputes under the terms of any agreement, in any jurisdiction whatsoever other than the State of New Hampshire and Merrimack County.

TERMINATION OF CONTACT FOR CAUSE:

If, through any cause, the Vendor shall fail to furnish in a timely and proper manner its obligations under any Contract, or if the Vendor shall violate any of the covenants, agreements or stipulations of any Contract, the city shall thereupon have the right to terminate any Contract by giving written notice to the Vendor of such termination. In such event, all finished or unfinished work, services, plans, data programs and reports prepared by the Vendor under this Contract shall become the City's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed.

Notwithstanding the above, the Vendor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of any contract, and the City may withhold any payments until such time as the exact amount of damages due the City is determined.

TERMINATION FOR THE CONVENIENCE OF THE CITY:

The City may terminate any contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

In that event, all finished or unfinished work, services, documents and materials shall become the City's property. If any Contract is terminated by the City as provided herein, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services covered by any contract, less payments of compensation previously made.

ASSIGNMENT PROVISION:

The contractor/vendor hereby agrees that it will assign to the City of Concord all cause of action that it may acquire under the anti-trust laws of New Hampshire and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the City under this contract if so requested by the City of Concord.

OWNERSHIP OF REPORTS:

All data, materials, plans, reports and documentation prepared pursuant to any contract between the City of Concord and the successful vendor shall belong exclusively to the City.

INVOICING:

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick-up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due. In addition, on projects that will involve partial/progress payments and/or retainage a summary statement in the following format will be provided with each invoice:

Original Contract Amount	\$\$\$\$\$\$\$\$
Plus/minus Change Orders	\$\$\$\$\$\$\$\$
Total Adjusted Contract Amount	\$\$\$\$\$\$\$\$
Work Completed to Date	\$\$\$\$\$\$\$\$
Less Previous Invoices	\$\$\$\$\$\$\$\$
Less Retainage (if any)	\$\$\$\$\$\$\$\$
Equals: Balance due this Invoice	\$\$\$\$\$\$\$\$
Balance Remaining on Contract	\$\$\$\$\$\$\$\$

**PAYMENT:**

Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of invoice, whichever is later.

**ANY CASH DISCOUNT SHALL BE READ TO MEAN CITY PAYDAY, CPD.**

**TAX:**

The City is exempt from all sales and Federal excise taxes. Our exemption number is 02-6000177. Please bill less these taxes.

**FUNDING OUT:**

The City of Concord's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.

**ASSIGNMENT OR SUB-CONTRACTING:**

None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.

**EXCLUSIVITY:**

This contract will be for the services described above; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.

COSTS:

Unless otherwise specified all costs listed are firm for the term of the contract and shall include all labor, material, transportation and discounts. **No fuel or other types of surcharges shall be allowed at any time.**

AUDIT:

For a period of at least three (3) years after completion of any contract, it is the responsibility of the vendor to make available at the vendor's place of business, upon demand, all price lists, documents, financial records and other records pertaining to purchases made and/or work performed under contract for the purposes of audit by the City of Concord.

INSPECTION & EVALUATION:

The City of Concord reserves the right to inspect the vendor's facilities during operating hours to determine that the level of inventory is adequate for the City's needs. The conditions and operations of the facility shall be taken into consideration in making the award of this contract.

FUGITIVE DUST AND NOISE ORDINANCES

All work shall be conducted in conformance with Title I, General Code

1. Chapter 11, Public Nuisances, Article 11-3 Fugitive Dust: and
2. Chapter 13, Public Health, Article 13-6 Noise

FORCE MAJEURE:

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

NOTIFICATION:

Notification of the parties shall be considered to have been constructively received when it is mailed via the United State Postal Service or delivered in hand to the parties as stated in the contract.

SEVERABILITY:

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable

under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

#### PROVISION REQUIRED BY LAW DEEM INSERTED

Each and every provision and clause required by law to be inserted in this Request for Proposals and any subsequent Contract shall be deemed to be inserted herein and this Request for Proposals and Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Request for Proposals and Contract shall forthwith be physically amended to make such insertion or correction.

#### ENERGY STAR® COMPLIANCE

The vendor shall provide products that earn the Energy Star® and meet the Energy Star® specifications for energy efficiency. The vendor is encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products.

#### NON-RECRUITMENT OF PERSONNEL

During the term of the Agreement and for twenty-four (24) months thereafter, the City and the successful vendor party agree not to solicit or hire current or former employees without the other's prior written consent

#### DISADVANTAGED BUSINESS ENTERPRISES

The City hereby notifies all Vendors that it will affirmatively insure that in any contract entered into pursuant to this Request for Proposals, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age or disability in consideration for an award.

#### NON-DISCRIMINATION

Contracts for work resulting from this Request for Proposals shall obligate the Vendor/Contractor and the Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age or disability. Statements as to non-discriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

#### DEFINITIONS:

Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services.

Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to a Request for Proposals.

GOVERNING LAW:

The Laws of the State of New Hampshire shall govern all contracts entered into by the City of Concord. Any disputes shall be resolved within the venue of the State of New Hampshire and Merrimack County.

*FAILURE TO ACKNOWLEDGE THIS PROPOSAL MAY RESULT IN WITHDRAWAL FROM THE PROPOSAL LIST FOR THIS COMMODITY OR SERVICE.*

*FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT.*

## MEMORIAL FIELD FACILITY ASSESSMENT

### I. GENERAL

The City of Concord, New Hampshire (hereafter referred to as the CITY), is seeking the services of a professional consultant or professional consulting firm, lawfully engaged in the practice of architectural, engineering, infrastructure and code consulting services in the State of New Hampshire (hereafter referred to as the CONSULTANT) with specific experience in evaluating and recommending upgrades, repairs and improvements to athletic fields and varied recreational activities.

Following the receipt of the proposals, a staff committee shall select a consultant. Trade secrets or proprietary information submitted by a CONSULTANT in connection with a procurement transaction shall not be subject to public disclosure under the New Hampshire Freedom of Information Act; however, CONSULTANT must invoke the protection of this section prior to or upon submission of the information or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of said material after award(s) should be stated by the CONSULTANT.

Emphasis in selecting a consulting firm or professional team shall be in accordance with the Evaluation Form detailed by this Request for Proposals.

### II. SCOPE OF SERVICES

#### A. SERVICES REQUESTED

The City of Concord, New Hampshire wishes to engage the services of a qualified consultant to provide architectural, engineering, infrastructure, code, athletic field, and recreational activity services for Memorial Field. The successful firm will have the following qualifications and expertise; architectural, landscape architecture, engineering, with a focused expertise in sport and athletic facility planning.

The successful firm will provide reports on the current condition of the various fields, complexes and infrastructure along with a future needs assessment. **The firm will also identify possible funding sources for improvements and investigate and provide energy efficient programs.**

The CITY requests the services of an experienced FIRM to provide at a minimum, the following general scope of services.

1. Evaluate the condition of each structure, including but not limited to architectural, structural, mechanical, electrical, security and site systems, energy efficiency, and functionality.

2. Evaluate the condition of each athletic field and or recreation area, including but not limited to landscape architecture, structural, mechanical, electrical, energy efficiency, playability, safety and field dimensions.
3. Meet with Concord School District and other facility users to gain insight into the desires and needs of the populous.
4. Identify areas for needed upgrades, repairs or improvements.
5. Develop a prioritized list of necessary upgrades, repairs, or improvements.
6. For each recommendation on the prioritized list, provide a detailed description of the necessary upgrade, repair or improvement. Present discussions of all alternatives considered.
7. For each recommendation on the prioritized list, provide a budgetary cost estimate for engineering services, construction and/or repair.
8. Conduct 2 meetings with the City of Concord/Generals Services Department to review the recommendations.
9. Revise prioritized project list as required subsequent to City of Concord input.

**B. DELIVERABLES:**

1. The successful consultant shall prepare a draft report presenting the results of all investigations and identifying the recommended upgrades, repairs or improvements. This draft report shall include:
  - a. A description of existing facility conditions;
  - b. A summary of all potential upgrades, repairs, or improvements identified during the evaluation;
  - c. A prioritized list of the recommended upgrades;
  - d. Detailed descriptions of the prioritized list including associated cost estimates and energy efficiency recommendations;
  - e. Detailed descriptions of potential funding sources for the recommended upgrades, repairs and improvements.
2. Comments received from review of the draft document shall be incorporated into the final report.

**C. AERIAL PHOTOGRAPHS AND GIS INFORMATION**

1. The City of Concord will provide upon request any and all aerial photographs of the area in their possession along with any information stored in the GIS mapping systems.

**4. PROJECT TIMEFRAME**

The project shall start as soon as the contract is awarded. The following schedule is suggested:

Project Kick-Off: \_\_\_\_\_

Draft Report Due:  
Final Report Due:

\_\_\_\_\_  
\_\_\_\_\_

The CONSULTANT shall submit a detailed task schedule within the work plan submittal for review.

**III. PROPOSAL SUBMISSION**

In order to be considered responsive, proposals must be submitted in **one (1) original and five (5) identical copies** to Mr. Douglas Ross, Purchasing Agent, City of Concord, City Hall, 41 Green Street, Concord, NH, 03301.

The CITY must receive proposals **no later than 2:00 PM on February 28, 2007** to be eligible for consideration. Each proposal shall be submitted in a sealed envelope, which is clearly marked:

**RFP39-07  
MEMORIAL FIELD FACILITY ASSESSMENT**

The CONSULTANT'S level of effort and compensation shall be submitted in a separate sealed envelope in **one (1) original and one (1) copy**, which is clearly marked:

**RFP 39-07  
MEMORIAL FIELD FACILITY ASSESSMENT: LEVEL OF EFFORT AND  
COMPENSATION**

**This level of effort and compensation shall not be opened until all proposals have been reviewed and evaluated and a consultant has been chosen for contract award. Only the level of effort and compensation of the selected consultant shall be opened. If the consultant's fee proposal exceeds the City's budget for this project the consultant and the City shall enter into negotiations. If, as a result of these negotiations, the consultant's fee still exceeds the City's budget then the level of effort and compensation of the second rated consultant shall be opened. This process shall be repeated until a consultant is hired.**

## **INSTRUCTIONS TO PROPOSERS**

### **1. GUIDELINES FOR PROSPECTIVE CONSULTANTS**

It is the policy of the CITY that contracts are awarded only to responsive and responsible offerers. In order to qualify as responsive and responsible, a prospective CONSULTANT must meet the following standards as they relate to this request:

- Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

### **2. TIMETABLE**

Responses will be reviewed within thirty (30) calendar days of the advertised opening date and a CONSULTANT or CONSULTANT TEAM will be selected. It is anticipated that a contract will be signed with a consulting firm in \_\_\_\_\_ 2007.

### **3. REVISIONS TO THE REQUEST FOR PROPOSALS**

Any questions or inquiries must be submitted in writing and must be received by the Purchasing Division no later than seven (7) calendar days before the RFP opening date in order to be considered. Any changes to the RFP will be provided to all offerers of record.

### **4. TECHNICAL EVALUATION**

In the evaluation of the statements the CITY, at its discretion, may obtain technical support from outside sources. The offerers will agree to fully cooperate with the personnel of any such organization.

### **5. PROPOSAL STATEMENT PREPARATION**

In order to facilitate evaluation of the Proposal documents, the CONSULTANT is instructed to follow the outline below in responding. Statements that do not follow the outline or do not contain the required information may be considered as

unresponsive proposals. Additional and more detailed information may be annexed to the main body of the reply.

a. CONSULTANT Qualifications and Experience

The CONSULTANT shall provide a detailed list of previous and current contracts, if any, awarded by a government agency to the firm/team which are considered identical or similar in scope of services discussed herein.

The CONSULTANT must submit a list described above which should include:

1. Project title and description.
2. Project contract duration, including specific dates.
3. Detailed summary of services performed.
4. Name, address and telephone number of contracting agency, which may be contacted for verification of all information, submitted.

In addition, the CONSULTANT should include any information concerning the background, experience, and reputation of the firm/team which is felt to be pertinent to this project.

b. CONSULTANT Capabilities

The CONSULTANT shall outline specific key personnel assigned to this project as well as other resources or services expected. The CONSULTANT shall submit:

1. Resumes of all key personnel;
2. Detailed organization chart showing each member of the proposed team including any subconsultants expected to work on this project.
3. As a minimum, the City expects that each individual named to the following positions will be identified as key personnel that cannot be replaced without the City's consent:
  - i. CONSULTANT Principal in Charge/Officer
  - ii. CONSULTANT Project Manager
  - iii. Subconsultant Principal in Charge/Officer
  - iv. Subconsultant Project Manager

c. Work Program and Schedule

The CONSULTANT shall submit a detailed summary of the project work program including a work-breakdown structured, critical path method schedule for the CONSULTANT'S services.

d. Level of Effort

For each of the tasks outlined in the work program above, estimate the level of effort for all direct and subconsultant labor. The CONSULTANT shall submit this level of effort under separate cover with the CONSULTANT'S compensation requirements.

e. Compensation

The CONSULTANT shall submit a price quotation **under separate cover** consistent with the worksheet format of the level of effort summary above. The proposal shall include a firm fixed fee for services, and contain hourly rates and overhead multipliers. **The price quotation shall not be opened until after all CONSULTANT proposals have been evaluated.**

f. Signature

The proposal and level of effort and compensation shall be signed by an official authorized to bind the CONSULTANT and shall contain a statement to the effect that the proposal is a firm offer for a **ninety (90) calendar day period**. The proposal shall also contain the following information:

Name, title, address, and telephone number of the individual(s) with authority to contractually bind the company, and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

## PROPOSAL SUBMISSION CHECKLIST

In order to be considered responsive, each prospective CONSULTANT must submit the following documents, in **one (1) original and five (5) identical copies** as part of his/her proposal:

1. Proposal Statement (See Pages 18-20, Proposal Statement Preparation, Paragraphs 5a-c and f)
2. Proposal Level of Effort and Compensation (See Page 20, Proposal Statement Preparation, Paragraphs d and e)
3. Specifications Exception Form
4. Alternate W9 Form
5. City of Concord Indemnification Agreement

**The successful CONSULTANT must submit, prior to contract signing, his/her insurance certificate (naming the City of Concord as an Additional Insured) that meets the minimum required levels of coverage**

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE FIRM SUBMITTING THIS PROPSOAL
2. THE RECEIPT OF THE FOLLOWING ADDENDA \_\_\_\_\_
3. THE FIRM SUBMITTING THIS PROPOSAL HAS NEVER DEFAULTED ON ANY MUNICIPAL, STATE, FEDERAL OR PRIVATE CONTRACT

COMPANY: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINTED OR TYPED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TOLL FREE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ PAGER: \_\_\_\_\_

PRIMARY POINT OF CONTACT: \_\_\_\_\_

PAYMENT TERMS AND CONDITIONS: \_\_\_\_\_

PLEASE FILL OUT, SIGN AND RETURN TO:

The City of Concord  
Douglas B. Ross, Purchasing Agent  
41 Green Street  
Concord, NH 03301  
603-225-8530  
603-230-3656 (Fax)  
[dross@onconcord.com](mailto:dross@onconcord.com)

**Proposal Due Date/Time: February 28, 2007 Not Later Than 2:00 pm**

**SOURCE IDENTIFICATION FORM**  
**RFP39-07, MEMORIAL FIELD FACILITY ASSESSMENT**

HOW DID YOU LEARN ABOUT THIS REQUEST FOR PROPOSALS (RFP)? PLEASE CHECK ALL THAT APPLY:

- \_\_\_\_\_ LEGAL NOTICE IN THE CONCORD MONITOR
- \_\_\_\_\_ PURCHASING PAGE OF THE CITY INTERNET WEB SITE
- \_\_\_\_\_ ADVERTISEMENT ON CONCORD CABLE TV (CCTV-Channel 17)
- \_\_\_\_\_ POSTING ON CITY HALL BULLETIN BOARD
- \_\_\_\_\_ SUBSCRIPTION TO A CONSTRUCTION REPORTING SERVICE  
Please identify the reporting service: \_\_\_\_\_
- \_\_\_\_\_ CITY SENT THE RFP TO MY FIRM
- \_\_\_\_\_ OTHER, PLEASE IDENTIFY: \_\_\_\_\_

THANK YOU FOR YOUR ASSISTANCE.

CITY OF CONCORD, NEW HAMPSHIRE  
SPECIFICATIONS EXCEPTION FORM

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the City of Concord to ferret out information concerning the materials which you intend to furnish.

If your proposal does not meet all of our specifications you **must** so state in the space provided below:

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Proposals on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your proposal does not meet our specifications, and your exceptions are not listed above, the City of Concord may claim forfeiture on your proposal bond, if submitted.

Signed: \_\_\_\_\_  
**I DO** meet specifications

Signed: \_\_\_\_\_  
**I DO NOT** meet specifications as listed in this proposal; exceptions are in the space provided.

Failure to submit this form with your proposal response may result in your proposal being rejected as unresponsive

<b>Alternate Form</b> <b>W-9</b> (rev 5/06)	<b>Request for Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>	Exempt from backup withholding <input type="checkbox"/>
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	City of Concord Finance Department 41 Green Street Concord NH 03301
	List account number(s) here (optional)	
<b>Part I</b>	Taxpayer Identification Number (TIN)	

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security number –	Employer identification number –
<b>Part II</b>	<b>Certification</b>

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

<b>Sign Here</b>	Signature of U.S. Person	Date:
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**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Pursuant to IRS Regulations, you must furnish your Taxpayer IRS Identification Number (TIN) to the City whether or not you are required to file tax returns. If this number is not provided, you may be subject to required withholding on each payment made to you. To avoid this withholding & to ensure that accurate tax information is reported to the IRS, **A RESPONSE IS REQUIRED.**

**CITY OF CONCORD, NEW HAMPSHIRE**

**THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS  
HEREBY A  
PROVISION OF ANY CONTRACT**

The successful CONSULTANT agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the CONSULTANT in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

**COMPANY** \_\_\_\_\_

**TAXPAYER IDENTIFICATION NUMBER** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**TOLL-FREE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

Failure to submit this form with your RFP response may result in your Proposal being rejected as unresponsive.

**City of Concord, New Hampshire  
RFP39-07, Memorial Field Facility Assessment  
Insurance Requirements for All Contractors**

**Additional Coverage is Required if Checked                      Minimum Limits Required**

**Commercial General Liability**

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

- Occurrence
- Claims Made

**Additional Coverage to Include**

- Owners & Contractors' Protective – Limit                      NA
- Underground/Explosion and Collapse

**Commercial Automobile Liability**

Combined Single Limit	\$1,000,000
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- Any Auto, Symbol 1
- Include Employees as Insured

**Additional Coverage to include:**

- Garage Liability                      NA
- Garage Keepers Legal Liability                      NA

**Workers Compensation**

NH Statutory including Employers Liability	Each Accident/Disease-Policy
Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000

**Commercial Umbrella**

May be substituted for higher limits required above	NA
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- Follow Form Umbrella on ALL requested Coverage

**Other**

- 1. Professional/Errors & Omissions                      \$1,000,000

(X)    **The City of Concord must be named as Additional Insured**

**NOTICE OF AWARD**

Date: \_\_\_\_\_

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY PROJECT NO. RFP39-07

PROJECT: Memorial Field Facility Assessment

CITY CONTRACT NO.: RFP39-07

CONTRACT FOR: Memorial Field Facility Assessment

You are notified that your Proposal opened on **February 28, 2007** for the above Contract has been considered and accepted for you to provide an assessment of the facilities located at the Memorial Field Complex, South Fruit Street, Concord, NH. All terms, conditions, specifications and prices shall be in accordance with the **CITY'S** Request for Proposals (RFP39-07) and the **CONTRACTOR'S** proposal.

The **CITY** shall pay to the **CONTRACTOR**, the not to exceed sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

One original of the Agreement accompanies this Notice of Award.

You must comply with the following conditions precedent within **ten (10) calendar days** of the date of this Notice of Award, which is by \_\_\_\_\_.

You must deliver to the **CITY**:

1. One fully executed counterpart of the Agreement;
2. Your insurance certificate(s), naming the **CITY** as an additional insured, meeting the minimum required types and levels of coverage.

Failure to comply with these conditions within the time specified will entitle the **CITY** to consider your proposal abandoned and to annul this Notice of Award.

Within ten (10) calendar days after you comply with these conditions, the **CITY** will return to you one fully signed counterpart of the Agreement and issue a Notice to Proceed and purchase order.

CITY OF CONCORD, NEW HAMPSHIRE  
(CITY)

**BY** \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

PURCHASING AGENT  
(TITLE)

Copy to GENERAL SERVICES DEPARTMENT, GROUNDS DIVISION

**AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_ by and between The City of Concord, New Hampshire, hereinafter called the “**CITY**” and \_\_\_\_\_, doing business as (an individual) or (a partnership) or (a corporation) or (a limited liability company), hereinafter called the “**CONSULTANT**”.

**WITNESSETH:** That for and in consideration of the payments and agreements hereinafter mentioned:

1. The **CONSULTANT** will commence and provide the facility assessment services for the **CITY’S** Memorial Field athletic complex. All terms, conditions, specifications and prices shall be in accordance with the **CITY’S** Request for Proposals (RFP23-07) and the **CONSULTANT’S** proposal response opened on **February 28, 2007**.
2. The **CONSULTANT** will furnish all of the material, supplies, tools, equipment, labor and other services necessary to provide the facility assessment services detailed by RFP39-07.
3. The **CONSULTANT** will commence the work required by the **CONTRACT DOCUMENTS** within ten (10) calendar days of the date of the **NOTICE TO PROCEED**. Completion time for the project will be \_\_\_\_\_.
4. The **CONSULTANT** agrees to perform all of the **WORK** described in the **CONTRACT DOCUMENTS** and comply with the terms therein for the not-to-exceed fee for services provided with the cost proposal submitted by the **CONSULTANT**. The contract price shall be:  
  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)
5. The term “**CONTRACT DOCUMENTS**” means and includes the following:
  - (A) REQUEST FOR PROPOSALS RFP39-07
  - (B) RFP39-07 PROPOSAL RESPONSE DATED \_\_\_\_\_
  - (C) RFP39-07 SEALED PRICING PROPOSAL DATED \_\_\_\_\_
  - (D) CITY OF CONCORD REQUIRED CONTRACT FORMS
    1. SPECIFICATIONS EXCEPTION FORM
    2. ALTERNATE FORM W-9
    3. INDEMNIFICATION AGREEMENT
    4. INSURANCE CERTIFICATE
  - (F) LETTER OF AWARD DATED \_\_\_\_\_
  - (E) NOTICE OF AWARD DATED \_\_\_\_\_
  - (F) AGREEMENT

(G) NOTICE TO PROCEED

(H) PURCHASE ORDER

(I) ADDENDA NO. \_\_\_\_\_ DATED \_\_\_\_\_

6. The **CITY** will pay the **CONSULTANT** in the manner and at such times as set forth in the General Terms and Conditions such amounts as required by the **CONTRACT DOCUMENTS**.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, Executors, administrators, successors and assigns.

**IN WITNESS HEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in one (1) original.

**CITY:**

CITY OF CONCORD, NEW HAMPSHIRE

BY \_\_\_\_\_

Name/Title: Douglas B. Ross, Purchasing Agent

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**CONSULTANT:**

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

(Please Type)

Address \_\_\_\_\_

\_\_\_\_\_

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_

(Please Type)

**NOTICE TO PROCEED**

Dated: \_\_\_\_\_

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY PROJECT NO. RFP39-07

PROJECT: Memorial Field Facility Assessment

CITY CONTRACT NO.: RFP39-07

CONTRACT FOR: Memorial Field Facility Assessment

\_\_\_\_\_  
(Name of Consultant)

You are notified that the Contract Time under the above contract will commence to run within ten (10) calendar days of the date of this Notice to Proceed. By that date, you are to start performing your obligations under the Contract Documents. In accordance with the Agreement, the date of completion for this contract shall be not later than \_\_\_\_\_

Before you may start any Work the General Terms and Conditions provides that you must deliver to the CITY:

1. Certificates of insurance, naming the CITY as additional insured, which you are required to purchase and maintain in accordance with the Contract Documents; and

CITY OF CONCORD, NEW HAMPSHIRE  
(CITY)

**BY** \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

PURCHASING AGENT  
(TITLE)

Copy to GENERAL SERVICES DIVISION, GROUNDS DIVISION



**City of Concord, New Hampshire**

Finance Department  
Purchasing Division  
41 Green Street  
Concord, NH 03301  
603-225-8530 (Fax) 603-230-3656

Reference: RFP39-07

If you choose not to propose, please complete the questionnaire below and return it with your response by the proposal opening date. Your assistance in helping us to analyze no proposal rationale is very much appreciated. Thank you.

\* \* \* \* No Proposal Questionnaire \* \* \* \*

A no proposal is submitted in reply to the City of Concord Request for Proposals (RFP39-06, Memorial Field Facility Assessment) for the following reasons:

- \_\_\_\_\_ Item/Service not supplied by our company.
- \_\_\_\_\_ Proposal specification (give reason(s), e.g., too restricted, not clear, etc.):  
\_\_\_\_\_
- \_\_\_\_\_ Profit margin on municipal proposals too low.
- \_\_\_\_\_ Past experience with City of Concord (give specifics, e.g., payment delay, proposal process, administrative problems, etc) \_\_\_\_\_
- \_\_\_\_\_ Insufficient time allowed to prepare and respond to proposal request.
- \_\_\_\_\_ Proposal requirement too large \_\_\_\_\_ or too small \_\_\_\_\_ for our company.
- \_\_\_\_\_ Priority of other business opportunities limit time/other resources available to deliver or perform according to proposal specifications.
- \_\_\_\_\_ Other reason(s), please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed/Printed Name & Title)

PROPOSAL EVALUATION FORM

DEPARTMENT/DIVISION: GENERAL SERVICES DEPARTMENT/GROUNDS DIVISION

RATING CATEGORY	WEIGHT	RATING	SCORE
<u>Proposal:</u>			
Meets Stated Requirements-All Required Documents Submitted. Responsive and Responsible	5		
<u>Firm/Team Qualifications and Experience:</u>			
Relevant Experience	15		
Qualifications	15		
Capabilities	10		
<u>Firm/Team Workplan:</u>			
Work Program and Schedule	10		
Total:			

**Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10**

**Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.**